Test Coordinator Activities

Test Coordinator Event/Action	Date	Resource(s)	Website
STATE STANDARDS			
Explain/discuss the assessed state standards	Summer	KSDE CDs	http://www.ksde.org/Default.aspx?tabid=1678
Explain the reading and math assessment framework and the tested items	Summer	assessment frameworks, scope and sequence	http://www.ksde.org/Default.aspx?tabid=1678
AYP PROCESS			
Discuss and explain the AYP process	Summer	AYP Fact Sheet	http://www.ksde.org/Default.aspx?tabid=403
Discuss what AYP classifications mean	Summer	AYP Report for any school, district, or the state	KSDE Wed Applications page-AYP/QPA Accountability-AYP/QPA Reports-AYP Report
Discuss and explain this year's AYP Targets	Summer	AYP Fact Sheet, Cut Scores for each grade	http://www.ksde.org/Default.aspx?tabid=403
Explain and demonstrate AYP and QPA Accountability	Summer	AYP Fact Sheet	http://www.ksde.org/Default.aspx?tabid=403
Discuss and explain which students scores are used for calculation	September	Assessment overview	http://www.ksde.org/Default.aspx?tabid=420
Discuss figuring AYP for OTL students	September	OTL Section of KSDE Assessments Page	http://www.ksde.org/Default.aspx?tabid=420
Discuss and explain sub-groups	Sept/Oct	AYP Fact Sheet	http://www.ksde.org/Default.aspx?tabid=403
Discuss and explain the QPA process	Sept/Oct	QPA Fact Sheet, QPA Manual	http://www.ksde.org/Default.aspx?tabid=1694
Familiarize self with AYP/QPA Accountability Reports at KSDE Applications page	April/May	Reports include: QPA Summary; AYP Report; Participation Details; Participation Comparisons; Performance by Grade; Student Test Categories; Individual Assessment report; Student Subgroup & Reclassifications; Complete Student Test File; Error Report for Ambiguous AYP School; and Science QPA Report	https://svapp15586.ksde.org/authentication/login.aspx
Review Report Cards	June	Website	https://svapp15586.ksde.org/rcard/
K-12 State Reports	August	Website	http://svapp15586.ksde.org/k12/k12.aspx
ASSESSMENTS			
Discuss and explain which students are assessed	September	Assessment overview,	http://www.ksde.org/Default.aspx?tabid=420
Explain KCA	Sept/Oct (esp. for formatives)		
Explain OTL Process	September	Fact Sheet	http://www.ksde.org/Default.aspx?tabid=420
Discuss Testing Windows	September	2011 Test Window	http://www.ksde.org/Default.aspx?tabid=420
Develop a district/building assessment calendar for interim, formative and state assessments	September	Assessment overview	
Discuss and explain the various testing options for students and establish procedures for KIDS TEST upload	August	Test Types document, the flowchart for KAMM and Alternate assessments	http://www.ksde.org/Default.aspx?tabid=420
Make sure to upload (blank if necessary)TEST records to KIDS to populate OTL reports	October		http://www.ksde.org/Default.aspx?alias=www.ksde.org/kids
Discuss and explain accommodations devoting special attention to the read-aloud and paper and pencil accommodations	September/ October	KSDE Accomodation Page 2010 Read Aloud Training Information	http://www.ksde.org/Default.aspx?tabid=2372 http://www.ksde.org/Default.aspx?tabid=420
Explain alternate assessment indicators selection and the selection window and develop a plan to monitor the selection of indicators before 12-31-10	late September	Kansas Alternate Assessment Guide	http://www.ksde.org/Default.aspx?tabid=2384
Explain the KAMM Assessment	September	KAMM Fact Sheet	http://www.ksde.org/Default.aspx?tabid=2371
Discuss the subjects to be assessed in which grade levels	Aug/Sept	Fact Sheets for all areas, Assessment Overview document	http://www.ksde.org/Default.aspx?tabid=420

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Discuss and explain Opportunity to Learn at the high school	Aug/Sept	OTL rules documents for R, M, Sci, SS; Cohort documents for SS and Writing	http://www.ksde.org/Default.aspx?tabid=420
Monitor all OTL reports on KSDE Applications AYP/QPA Accountability page	October	KSDE Web Applications	https://svapp15586.ksde.org/authentication/login.aspx
Explain banking of scores and cohort groups	Aug/Sept	Reading and Math OTL/w Rules OTL Science Rules OTL History-Government Rules	http://www.ksde.org/linkclick.aspx?fileticket=0CKpCMduIJY%3d&tabid=420&mid=5455&forcedownload=true http://www.ksde.org/linkclick.aspx?fileticket=lYHU8vtXOIQ%3d&tabid=420&mid=5455&forcedownload=true http://www.ksde.org/linkclick.aspx?fileticket=mvbh03kOCDE%3d&tabid=420&mid=7795&forcedownload=true
Explain KELPA testing and how results affect AYP	Aug/Sept	KELPA Page on KSDE	http://www.ksde.org/Default.aspx?tabid=2450
Review training for the Read-aloud Accommodation	before OTL testing Jan. for rest	Assessments page on KSDE 2010 Read-aloud Training Information 2010 Read-aloud Training Guidelines 2010 Read-aloud/KCA Voice Training Information	http://www.ksde.org/Default.aspx?tabid=2372 http://www.ksde.org/linkclick.aspx?fileticket=rvbJmtj6NCo%3d&tabid=420&mid=7795&forcedownload=true http://www.ksde.org/linkclick.aspx?fileticket=GgO8rHDDSYs%3d&tabid=420&mid=7795&forcedownload=true http://www.ksde.org/linkclick.aspx?fileticket=MSaUtU3uF0Y%3d&tabid=420&mid=7795&forcedownload=true
Review and explain interim, formative and NCLB assessments and the purpose of each	September	Interim Examiners Manual	http://www.cete.us/kap/documentation/
KIDS			
Explain and demonstrate KIDS Collection Link		KSDE Web Applications	https://svapp15586.ksde.org/authentication/login.aspx
Discuss and explain use of the KIDS system and its interaction with assessments	September	KIDS submission schedule, KIDS training program, KIDS website	http://www.ksde.org/Default.aspx?alias=www.ksde.org/kids
Explain the TEST upload to KIDS and what it does and set local timeline for KELPA TEST upload to preslug answer sheets (by first week of January)	October	KSDE Accountability Timeline	http://www.ksde.org/linkclick.aspx?fileticket=xHL0Ve3GNRQ%3d&tabid=420&mid=5440&forcedownload=true
Explain the KELPA and preslugging requirements and set timeline for TEST	Oct/Nov	KELPA PowerPoint and KELPA Handbook	http://www.ksde.org/linkclick.aspx?fileticket=ucAXchdiEwo%3d&tabid=4250&mid=3450&forcedownload=true http://www.ksde.org/linkclick.aspx?fileticket=e9ljPDxkYfk&tabid=4250&mid=3450&forcedownload=true
Explain and monitor KIDS EXIT record submission for 2010-11	September		http://www.ksde.org/Default.aspx?tabid=2508
Explain and monitor graduation/dropout report for 2009-10 (due 11-1-10)	September	KSDE Web Applications	https://svapp15586.ksde.org/authentication/login.aspx
Dropout/graduation summary report signoff	October	KSDE Web Applications	https://svapp15586.ksde.org/authentication/login.aspx
CETE			
Explain the role CETE plays in the assessments	Aug/Sept	CETE Website	http://www.cete.us/
Explain how to set up accounts		CETE Website	http://www.cete.us/ams/users/register
Explain CETE website and resources	Sept/Oct (esp. for formatives)	CETE Website	http://www.cete.us/kap/documentation/
Familiarize self with all assessment reports/data tools on CETE site	Sept/Oct	CETE Website and login; NCLB then Student Editor; Data Upload; Fall 2010 OTL; Special Action Request; 2006-2010 Assessment Reporting; Parent Letters; DART; Data Download 2007-2010; 2010 Stick-on Labels; 2006 DART Files	http://www.cete.us/
Explain special action requests	Dec/Jan	2011 Examiners Manual	http://www.cete.us/kap/documentation/

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Review and demonstrate the KCA Management tool	Jan or for OTL	CETE Website	http://www.cete.us/
Develop a plan to periodically check CETE requests for new teacher/ building/district accounts	August	CETE Website and login; Administrative Tools; Manage Users	http://www.cete.us/
SCHEDULING/ADMINISTERING ASSMTS			
Discuss the testing schedule in each building and assist each school in determining an appropriate assessment schedule including any KELPA testing	Sept/Oct	2011 Examiners Manual	http://www.cete.us/kap/documentation/
Develop a district/building assessment calendar for interim, formative and state assessments	Aug/Sept	Interim Assessment Brief Info	http://www.ksde.org/linkclick.aspx?fileticket=ISO1glomJeM%3d&tabid=420&mid=10227&forcedownload=true http://www.cete.us/kap/documentation/
Explain how to figure the lab time required for each tested subject	Sept/Oct for fall OTL Nov. for rest	Assessment Overview Sheets Fact Sheets	http://www.ksde.org/Default.aspx?tabid=420
Review approximate length of assessments and that the assessments are untimed	Sept/Oct	Assessment Overview Sheets Fact Sheets	http://www.ksde.org/Default.aspx?tabid=420
Explain the location of Examiner Manuals and the availablity schedule for them	Oct for OTL Jan. for rest	KSDE & CETE	http://www.ksde.org/Default.aspx?tabid=420 http://www.cete.us/kap/documentation/
Explain the ticketing process for students taking the assessments	Oct for OTL Jan. for rest		
Discuss the KSDE Timeline of Reports		Timeline Website	http://www.ksde.org/Default.aspx?tabid=2372
Discuss the Accountability Timeline		Accountability timeline document	http://www.ksde.org/Default.aspx?tabid=420
TEST SECURITY			
Develop plan for documenting test security within the district and buildings	Sept/Oct for fall OTL Nov. for rest	2011 Test Security Presentation & 2011 Test Security Information	http://www.ksde.org/Default.aspx?tabid=420
Attend a test security training session offered by KSDE	Oct/Nov	KSDE Fall Conference session or LiveMeeting	http://www.ksde.org/linkclick.aspx?fileticket=LFbC1Jwidaw%3d&tabid=420&mid=10227&forcedownload=true
Provide/arrange for local test security training to all staff involved in the assessments	Oct for Fall OTL Nov. for rest	KSDE Fall Conference session or LiveMeeting	http://www.ksde.org/linkclick.aspx?fileticket=LFbC1Jwidaw%3d&tabid=420&mid=10227&forcedownload=true
Schedule and provide read-aloud accommodation training for anyone providing this accommodation	Oct for Fall OTL Nov. for rest	2011 Test Security Presentation & 2011 Test Security Information	http://www.ksde.org/Default.aspx?tabid=420
Establish procedures for downloading read-aloud scripts and paper and pencil assessments	Oct for Fall OTL Nov. for rest	2011 Test Security Presentation & 2011 Test Security Information	http://www.ksde.org/Default.aspx?tabid=420
Establish procedures for the return of read-aloud scripts and paper and pencil assessments	Oct for Fall OTL Jan. for rest	2011 Test Security Presentation & 2011 Test Security Information	http://www.ksde.org/Default.aspx?tabid=420
Distribute KELPA answer sheets	late Jan/Feb	KELPA PowerPoint and KELPA Handbook	http://www.ksde.org/linkclick.aspx?fileticket=ucAXchdiEwo%3d&tabid=4250&mid=3450&forcedownload=true http://www.ksde.org/linkclick.aspx?fileticket=e9ljPDxkYfk&tabid=4250&mid=3450&forcedownload=true
Monitor testing progress in all buildings	Fall OTL and Feb-May	Olathe USD 233 Test Preparations Do's & Donts	http://www.ksde.org/Default.aspx?tabid=420

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Discuss the Ethics of Testing	Oct for Fall OTL Jan/early Feb. for rest	Olathe USD 233 Ethics of Testing	http://www.ksde.org/Default.aspx?tabid=420
Plan for KSDE Test Security Monitoring visit	February	Monitor Visits Checklist Monitor Visits Presentation	http://www.ksde.org/linkclick.aspx?fileticket=u39b6kpwwMM%3d&tabid=420&mid=10227&forcedownload=true http://www.ksde.org/linkclick.aspx?fileticket=Pit5uuCQK9I%3d&tabid=420&mid=10227&forcedownload=true
Develop a plan to share and monitor How to Check Your Data document with the appropriate individuals	April	KSDE Wed Applications page-AYP/QPA Accountability-Data Checklist/Signoff-How to Check	
Develop a plan to monitor building signoff of assessment data	May		
Establish a deadline for the signoff of district data prior to KSDE deadline	May		
Print off Parent Letters	May	CETE Login NCLB; Parent Letters	http://www.cete.us
Develop plan for reporting student assessment results to parents	Jan/Feb	KSDE Wed Applications page-AYP/QPA	